

**XYZ VALLEY HOME HEALTH
GENERAL SKILLS COMPETENCY CHECKLIST**

USE: This form is for the new hire and is used throughout the orientation process to document competencies covered. It is also used for the preceptor to help give insight as to the current competency of the orientee and competency needs of the orientee. After completion, a copy is kept in the orientee's personnel file.

COMPETENCY SCORING:
(Preceptor completes)

1 – Does not meet standard
2 – Improvement needed
3 – Meets standard fully
4 – Exceeds standard

EXPERIENCE:
(Orientee completes)

1 – None
2 – Some
3 – Competent
4 – Expert

XX – Denotes subject does not need to be demonstrated due to broad scope of subject. Any subject that has an "XX" must have an experience rating of 3-4 or automatically requires preceptor supervision until competency is demonstrated.

Note: After review of experience ratings, the preceptor may decide if "demonstration is required" and check the box. Some items are prechecked.

COMPETENCY	EXPER	SUPER REQ'D	DEMO REQ'D	DEMO DATE/ SCORE	PRECEPTOR INITIALS	COMMENTS
A. OFFICE						
Computer function						
[HHA's Software]						
Word						
Excel						
Keyboarding						
[Other]						
Voice mail						
Phone use						
Communications						
Mail						
Fax machine						
Copy machine						
Misc equipment						
Supplies/ordering						
Referral process						
Admission process						
Policies & procedures						

COMPETENCY	EXPER	SUPER REQ'D	DEMO REQ'D	DEMO DATE/ SCORE	PRECEPTOR INITIALS	COMMENTS
A. OFFICE Cont'd						
Daily activity record						
Filing						
Records mgmt						
B. HOME CARE SYSTEM ORGANIZATION						
Mission/Vision/Goals						
Scope & service area						
Agency brochure						
Job description						
Organizational chart						
Complaints/grievances						
[CHAP]						
Rights & Responsibilities						
Advance Directives						
C. SAFETY AND SECURITY						
Emergency preparedness						
Office safety/fire prevention						
Security						
Unsafe situations						
Equipment mgmt						
Home safety						
Storing/handling/						
Accessing supplies						
Inclement weather						
Vehicle accidents						
Personal safety						
Maps and local areas						

COMPETENCY	EXPER	SUPER REQ'D	DEMO REQ'D	DEMO DATE/ SCORE	PRECEPTOR INITIALS	COMMENTS
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D. INFECTION CONTROL

Universal precautions
Equipment mgmt
Identifying/handling/ Disposing hazardous/ Infectious wastes
Sharps disposal
TB precautions
Personal hygiene
Aseptic procedures
Communicable infections
Reportable illnesses

E. CLINICAL RECORDS MANAGEMENT

Confidentiality
Data Map/Referrals
Admission process
Documentation/forms
Data map/referral
Physician orders
Consent
Rights & Respon
Advance Directives
Patient Handbook
Assessment/OASIS
Nutritional Assess
Safety Assess
Commun log
Visit notes
Instructions/teaching
IDT
Reassess/OASIS
Discharge/OASIS
OASIS – other

COMPETENCY	EXPER	SUPER REQ'D	DEMO REQ'D	DEMO DATE/ SCORE	PRECEPTOR INITIALS	COMMENTS
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F. RESOURCES AND UTILIZATION

Personnel records
Office Resources
Community Resources
Staff meetings
Committee meetings
Time management/scheduling
Performance Improvement

G. PROFESSIONAL COMMUNICATIONS

Constructive critique
Irate people
Active listening
Complaints
Client
Co-workers
Give/receive feedback
Professional appearance
Problem solving
Other
Other
Other
Other